

HOW TO COMPLETE YOUR PERIODIC RENTAL MOTOR VEHICLE AND TOUR VEHICLE SURCHARGE TAX RETURN (FORM RV-2)

INTRODUCTION

The rental motor vehicle and tour vehicle surcharge tax (RV tax) contains two separate taxes with different tax rates. The rental motor vehicle surcharge tax is levied at the rate of \$3.00 per day or portion of a day on the lessor of any rental motor vehicle. The tour vehicle surcharge tax is imposed on tour vehicle operators for use of a vehicle on a monthly basis, or a portion of a month at the following rates:

1. \$65 - Over 25 passenger tour vehicle; and
2. \$15 - 8 to 25 passenger tour vehicle.

RV tax returns (Form RV-2) are filed monthly, quarterly, or semiannual basis depending on the amount of a person's tax liability. An annual return and reconciliation (Form RV-3) summarizing activity for the past year also must be filed on or before the twentieth day of the fourth month following the close of the taxable year.

Taxpayers whose liability for the RV tax exceeds \$100,000 per year are required to pay the tax by Electronic Funds Transfer (EFT).

These instructions will assist you in filling out your periodic RV tax returns (Form RV-2) correctly.

To properly enter the necessary information into our computer system, the tax returns must be filled in completely and accurately.

If a payment is being made with Form RV-2, make your check or money order payable to "Hawaii State Tax Collector." Write "RV", the filing period, and your R.V. registration number on the check. Also complete the appropriate tax payment voucher (if you are using a preprinted form from your rental motor vehicle and tour vehicle surcharge tax return booklet, complete Form VP-1R for the appropriate filing period (CAUTION: do not submit a photocopy of Form VP-1R); if you are not using a preprinted form, complete Form VP-1). Attach your check or money order and the appropriate tax payment voucher where indicated on the front of Form RV-2.

IMPORTANT!!!

Write "RV", the filing period, and your RV identification number on your check so that it may be properly credited to your account. **If you do not have any activity, and the result is no tax liability, enter "0" on Line 8. This periodic return must be filed.**

If you have questions, please contact your district tax office. The street addresses and telephone numbers are listed below.

OAHU DISTRICT OFFICE

First Taxation District
830 Punchbowl Street
Honolulu, HI 96813-5094

808-587-4242
Toll Free 1-800-222-3229

HAWAII DISTRICT OFFICE

Third Taxation District
State Office Building
75 Aupuni Street, #101
Hilo, HI 96720-4245

Toll Free 1-800-222-3229

MAUI DISTRICT OFFICE

Second Taxation District
State Office Building
54 S. High Street, #208
Wailuku, HI 96793-2198

Toll Free 1-800-222-3229

KAUAI DISTRICT OFFICE

Fourth Taxation District
State Office Building
3060 Eiwa Street, #105
Lihue, HI 96766-1889

Toll Free 1-800-222-3229

Follow the example presented in *italics* for a sample of how to fill out the form. The circled numbers on the sample form correspond to the steps in the instructions.

Example: A taxpayer, BTK Rentals and Tour Vehicles (BTK), with registration no. 10009876, files its January return. BTK has twenty rental cars, two tour vehicles (8-25 passenger), and one tour vehicle (40 passenger) on Oahu. BTK also has ten rental cars on Maui. The twenty cars on Oahu were rented for 550 rental days of which 25 rental days were to lessees whose vehicles were being repaired. The cars on Oahu were, therefore, rented for a total of 525 net rental days. The ten cars on Maui were rented for a total of 270 rental days. Both of the vans and the tour bus were in service for the month of January.

THE TOP OF THE TAX RETURN (fig. 2.0)

STEP 1 - If a name is not already printed on the form, write in your name (taxpayer's name) in the area provided.

STEP 2 - If a rental vehicle registration number is printed on the form, make sure it is correct. If the preprinted number is incorrect, write in the correct number. If it is not printed on the form, write it in the area provided.

STEP 3 - If the form is not preprinted with the filing period, place an "X" in the appropriate box to indicate the filing period (Month, Quarter, or Semiannual Period) for which the tax return is being filed. Write in the month, quarter, or semiannual period and year covered by the return.

BTK files monthly returns, so an "X" was placed in the box labeled "MONTH OF" and BTK wrote "January 2003" following the "MONTH OF."

FORM RV-2 (REV. 2002)	STATE OF HAWAII — DEPARTMENT OF TAXATION	DO NOT WRITE IN THIS AREA
RENTAL MOTOR VEHICLE AND TOUR VEHICLE SURCHARGE TAX		70
Use this form for periods beginning after August 31, 1999		
NAME: 1 BTK Rentals and Tour Vehicles		
<input checked="" type="checkbox"/> MONTH OF January 2004 3		
(Do not combine your filing for more than one month, if filing monthly.)		
<input type="checkbox"/> QUARTER OF		
(Do not combine your filing for more than one quarter, if filing quarterly.)		
<input type="checkbox"/> SEMIANNUAL PERIOD OF		
R.V. I.D. NO. 1 0 0 0 9 8 7 6		2

fig. 2.0

COMPUTING THE TAXES (fig. 2.1)

STEP 4 - Column A, Lines 1 through 4. Enter the number of days that your rental motor vehicles were rented during the period. If filing quarterly or semiannually, add the Rental Motor Vehicle days for each month during the period, and enter the totals on the appropriate lines.

For example, if you have five cars on Oahu and they were each rented for thirty days during the period, enter "150" (5 x 30) in Column A, Line 1.

All activities must be allocated to their proper district(s). If you enter an amount on the "Totals" line (line 5) of any column, you must enter amount(s) which equal that total on the district allocation lines (line 1 through 4) of that column, or we will not be able to correctly process your tax return.

For Column A, Line 1 (Rental Motor Vehicle days on Oahu), BTK has entered the net rental days of "525." For Column A, Line 2, (Rental Motor Vehicle days on Maui) BTK has entered the net rental days of "270."

STEP 5 - Column B, Lines 1 though 4. Enter the number of tour vehicles (8-25 passengers) used during the period for each District. If filing quarterly or semiannually, multiply the number of tour vehicles by the number of months in the period.

In Column B, Line 1, BTK has entered "2" for the number of tour vehicles for Oahu.

STEP 6 - Column C, lines 1 through 4. Enter the number of tour vehicles (26 or more passengers) used during the period for each district. If filing quarterly or semiannually, multiply the number of tour vehicles by the number of months in the period.

In Column C, Line 1, BTK has entered "1" for the number of tour vehicles for Oahu.

STEP 7a. - Add the number of Rental Motor Vehicle Days from Column A for all districts (Lines 1 through 4).

In Column A, Line 5, BTK has entered 795 rental vehicle days for the month of January.

STEP 7b. - Add the number of tour vehicles from Column B for all districts (Lines 1 through 4).

In Column B, Line 5, BTK has entered 2 tour vehicles for the month of January.

STEP 7c. - Add the number of tour vehicles from Column C for all districts (Lines 1 through 4).

In Column C, Line 5, BTK has entered 1 tour vehicle for the month of January.

STEP 8a - In Column A, multiply the number entered on Line 5 by the tax rate of \$3 (Line 6), and enter the result on Line 7.

BTK has multiplied 795 (the number of vehicle days entered on Line 5) by \$3 (the tax rate listed on Line 6) to get \$2,385, which is entered in Column A, Line 7 ($795 \times \$3 = \$2,385$).

STEP 8b - In Column B, multiply the number entered on Line 5 by the tax rate of \$15 (Line 6) and enter the result on Column B, Line 7.

BTK has multiplied 2 (the number of tour vehicles in use during the month on Line 5) by \$15 (the tax rate listed on Line 6) to get \$30, which is entered in Column B, Line 7 ($2 \times \$15 = \30).

STEP 8c - In Column C, multiply the number entered on Line 5 by the tax rate of \$65 (Line 6), and enter the result on Line 7.

BTK has multiplied 1 (the number of tour vehicles in use during the month on Line 5) by \$65 (the tax rate on Line 6) to get \$65, which is entered in Column C, Line 7 ($1 \times \$65 = \65).

OR MONEY ORDER AND FORM VP-1 HERE •

		COLUMN A		COLUMN B		COLUMN C		
		Rental Motor Vehicle Surcharge (4) — Enter the Number of Rental Motor Vehicle Days		Tour Vehicle Surcharge Tax (5) — Enter the Number of Tour Vehicles Paying 8 - 25 Passengers		Tour Vehicle Surcharge Tax (6) — Enter the Number of Tour Vehicles Paying 26 or More Passengers		
1	OAHU DISTRICT	525		2		1		1
2	MAUI DISTRICT	270						2
3	HAWAII DISTRICT							3
4	KAUAI DISTRICT							4
5	TOTALS (Add lines 1 thru 4 of columns A, B, and C)	(7a)	795	(7b)	2	(7c)	1	5
6	RATES	\$3		\$15		\$65		6
7	TAXES (Multiply line 5 by line 6 of columns A, B, and C)	(8a)	2,385 00	(8b)	30 00	(8c)	65 00	7
IF YOU DO NOT HAVE ANY ACTIVITY AND THE RESULT IS NO TAX LIABILITY, ENTER 0		0		TOTAL TAXES DUE (Add line 7)		0		

fig. 2.1

FINISHING THE TAX RETURN (fig. 2.2)

STEP 9 - Add Columns A through C of Line 7, and enter the total on Line 8. This is the total tax due. **CAUTION: LINE 8 MUST BE FILLED IN.** If you do not have any rental motor vehicle or tour vehicle activity and therefore have no tax due, enter a zero (0) on Line 8.

BTK has added \$ 2,385, \$ 30, and \$ 65 for a total of \$ 2,480 which is entered on Line 8.

STEP 10 - If there is tax due on the return and you file and pay the tax return after the due date, penalty is assessed at the rate of 5% a month, or part of a month, from the due date to the filing date, to a maximum of 25%. Interest is assessed at the rate of 2/3 of 1% a month, or part of a month, on the unpaid tax and penalty. After computing the penalty and interest amounts, enter the penalty on Line 9a and the interest on Line 9b.

If you are unable to compute the penalty and interest, leave Lines 9a and 9b blank. The Department will compute it for you and send you a bill.

STEP 11 - Add the amounts on Lines 8, 9a, and 9b, and enter the sum on Line 10. This is the amount of your total payment due, including any penalty and interest. If you are not making a payment, enter a zero (0).

STEP 12 - Sign your tax return. The sole proprietor, a partner or member, corporate officer, or an authorized agent must sign and date the tax return, state his/her title, and write the date the return is signed.

• ATTACH CHECK OR MONEY ORDER HERE	IF YOU DO NOT HAVE ANY ACTIVITY, AND THE RESULT IS NO TAX LIABILITY, ENTER "0" ON LINE 8. THIS RETURN MUST BE FILED.	8	TOTAL TAXES DUE (Add line 7, columns A thru C, and enter here)	9	2,480 00	8
	FOR LATE FILING ONLY →		9a PENALTY	10		9a
		9b INTEREST			9b	
	ATTACH YOUR CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR" IN U.S. DOLLARS DRAWN ON ANY U.S. BANK AND FORM VP-1 TO FORM RV-2. WRITE "RV", THE FILING PERIOD, AND YOUR R.V. REGISTRATION NO. ON YOUR CHECK OR MONEY ORDER.	10	PLEASE ENTER AMOUNT OF YOUR PAYMENT (add lines 8, 9a and 9b)	11	2,480 00	10

I declare, under the penalties set forth in section 231-36, HRS, that this is a true and correct return, prepared in accordance with the provisions of the Rental Motor Vehicle and Tour Vehicle Surcharge Tax Law and the rules issued thereunder.

IN THE CASE OF A CORPORATION OR PARTNERSHIP, THIS RETURN MUST BE SIGNED BY AN OFFICER, PARTNER OR MEMBER, OR DULY AUTHORIZED AGENT.

THIS SPACE FOR DATE RECEIVED STAMP

Betty T. Kealoha
 SIGNATURE

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 owner
 TITLE

2/27/04
 DATE

MAILING ADDRESSES:

Oahu District Office
P.O. Box 2430
Honolulu, HI 96804-2430

Hawaii District Office
P.O. Box 937
Hilo, HI 96721-0937

Maui District Office
P.O. Box 1427
Wailuku, HI 96793-6427

Kauai District Office
P.O. Box 1687
Lihue, HI 96766-5687

FORM RV-2 **70**

fig. 2.2

SENDING IN THE TAX RETURN AND PAYMENT

Attach a check made payable to the "HAWAII STATE TAX COLLECTOR" in U.S. dollars to the tax return. Write "RV," the filing period, and your R.V. registration number on the check so that it may be properly credited to your account. Also complete the appropriate tax payment voucher (if you are using a preprinted form from your rental motor vehicle and tour vehicle surcharge tax return booklet, complete Form VP-1R for the appropriate filing period (CAUTION: do not submit a photocopy of Form VP-1R); if you are not using a preprinted form, complete Form VP-1). Attach your check or money order and the appropriate tax payment voucher where indicated on the front of Form RV-2. **DO NOT SEND CASH.**

Send both the tax return and check to your respective district tax office. The addresses are on Form RV-2. If you prefer, you may drop off your tax return and payment at any district tax office.

BTK sends their periodic tax returns to the Oahu District Tax Office because it has an Oahu rental motor vehicle and tour vehicle registration number.